



Job Opportunity

State Controller's Office

This vacancy is subject to internal Post and Bid appointment.

Position:	AMENDED	Statewide
	Office Assistant (Typing)/Office Technician (Typing)	
	Two Positions	
	Work Hours: 8:00 A.M. to 5:00 P.M.	

Location:	Administration and Disbursements Division 300 Capitol Mall, Suite 619, Sacramento, CA 95814
------------------	------------------------------------------------------------------------------------------------

Issue Date:	May 9, 2007	Final Filing Date:	Until Filled
Contact/Telephone:	Marcy Maeda-Imai, (916) 323-5962	Who May Apply:	Individuals who are currently in this classification, eligible for a lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.
California Relay Service:	1-800-735-2929	Position Number(s):	051-150-1379-XXX 051-150-1139-XXX
<i>Please call (916)323-3055 to request reasonable accommodations</i>			

Scope of the Position:
With direct supervision provided by the Chief, Human Resources, provide office support by typing, filing, and maintaining confidential files, both electronically and physically. Receive visitors to the Human Resources Office on behalf of the Chief, and direct inquiries to the appropriate division, unit, and/or individual. Specific duties include, but are not limited to the following:

Duties and Responsibilities:
<i>Candidates must perform the following essential functions with or without reasonable accommodations</i>
<ul style="list-style-type: none">• Type, format, and prepare correspondence for signature using a personal computer and/or typewriter; file, direct incoming telephone inquiries to appropriate parties;• Maintain calendar of events for the Chief, Human Resources, providing weekly schedule for review; maintain confidential files containing personnel/labor relations issues; schedule appointments for the Chief, Human Resources;• When required, act as the receptionist for the office, receiving and directing clientele to the appropriate division(s) or providing forms as requested for personal changes or updates; receive applications from the public for examination advertisements or vacancies advertised through the Human Resources Office;• Operate a photocopying machine for reproduction assignments; maintain supplies in the stockroom by ordering supplies for the office, following up with vendors, and verifying delivered items against invoice;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Assist Personnel Specialists in filing confidential documents into Office Personnel Files; maintain office manuals, such as the State Administrative Manual; assist in the distribution of mail;
- Monitor billing requests from vendors issuing publications; update publication requests with vendors; order revisions to manuals used by the Human Resources staff;
- Maintain forms binder containing all forms used by the Human Resources Office; assign new form number forms created by the Human Resources Office.

*******DUTIES WILL COMMENSURATE WITH LEVEL HIRED*******

DESIRABLE QUALIFICATIONS:

- Good Attendance;
- Dependable;
- Ability to multi-task;
- Ability to Prioritize;
- Good Customer Service Skills;
- Willingness to learn;
- Flexible;
- Good Interpersonal Communication Skills.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
Human Resources Office
300 Capitol Mall, Suite 619
Sacramento, CA 95814

Attn: Marcy Maeda-Imai